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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.
U. S. DEPARTMENT OF AGRICULTURE

AMS INSTRUCTION No. 364-1
Rev. 1
AUX 1

ACTION BY: Division Directors and Staff Officers

Personnel Security Program

I PURPOSE

The Department Personnel Security Officer has informed AMS that all persons who are cleared to handle Secret or Top Secret material or information must occupy positions designated as sensitive. Accordingly, this Auxiliary (1) provides for the sensitive designation of those nonsensitive positions presently occupied by such employees; and (2) incorporates with AMS Instruction No. 364-1, Personnel Security Program, provisions governing vacated sensitive positions and cancellation of clearance. The provisions of AMS Instruction No. 364-1 are modified insofar as they conflict with this Auxiliary. Changes will be incorporated in the next revision of the Instruction.

II DELETIONS

Delete paragraph A of Section VII on page 4 of the Instruction, and Section XII on page 8.

III DESIGNATION OF POSITIONS AS SENSITIVE

The Personnel Division has initiated actions to designate as sensitive all nonsensitive positions whose incumbents are presently cleared to handle Secret or Top Secret material or information. Divisions concerned are being informed of these designations as they are made.

IV VACATED SENSITIVE POSITIONS

Because of the nature of the work involved, certain positions are sensitive on a continuing basis. In other positions, work for which security clearance is required is usually (1) in connection with defense mobilization and civil defense; and (2) of a temporary nature, not a part of the

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(IV)

normal or continuing duties of the position. In order to simplify the appointment process and to reduce paperwork in the divisions, the procedures outlined below will apply.

A Positions Which Will Remain Sensitive. The following positions will remain sensitive when vacated, and shall be filled in accordance with procedures established for filling sensitive positions in Sections VIII and IX of the Instruction:

1 Positions at the level of deputy division director and above.

2 Positions of secretary to officials named above.

3 Positions in the Food Distribution and Special Services Divisions to which defense mobilization and civil defense functions and other such activities are assigned on a permanent and continuing basis.

B Positions Which Will Become Nonsensitive. All sensitive positions not listed above will automatically become nonsensitive when vacated, and may be filled in accordance with procedures established for filling nonsensitive positions in Section V of the Instruction. If the new incumbent is later selected to do work for which security clearance is required, the division shall originate (in accordance with procedure outlined in Section X of the Instruction) a request that the position be designated as sensitive and that clearance be obtained for the employee.

V CANCELLATION OF CLEARANCE AND SENSITIVE POSITION DESIGNATION

If a division decides to relieve an employee of the work which required his having security clearance, it shall request the Personnel Division to cancel the clearance and the sensitive designation of the position.



Henry G. Herrell
Assistant Administrator for Management